**CURRICULUM VITAE**

1. **Personal Status**

**Name Alemayehu Alamirew**

**Sex Male**

**Date of birth April 6, 1986**

**Place of birth Harar**

**Marital Status Married**

**Nationality Ethiopian**

**Health Excellent**

**Address Mob. +251- 0915429171/0936209751**

1. **Educational Status**

**Elementary Education Harar Arbegnoch Elementary School**

**Junior education Gursum Secondary School**

**Secondary Education Harar Junior Secondary School**

**Higher Education CEP at Haramaya University**

**Education Status Degree in Accounting**

1. **Work Experience**
   1. **Higher Accountant (15/11/2007-13/07/2009) in Haramaya University in Finance and Budget Division**

**Responsibilities:-**

* **Preparation of payment document ( payment voucher)and make payment through the cashier with:-**
* **Checks**
* **Petty Cash**
* **Direct transfer to the account of the supplier/contractor**
* **Preparing and recording payment vouchers for**
* **Construction and consultancy payments**
* **Salary payment**
* **Daily laborer wages**
* **Per diem payment**
* **Service payment**
* **Annual leave payment**
* **Preparing and recording General Journal voucher (JV) for:-**
* **Settlement of advance taken**
* **Inter fund transfer**
* **Posting of transaction to the ledger in the accounts by using Peachtree software.**
* **Controlling of receivable or advance taken and payable ( Inter fund balance)**
* **Maintaining of all files related to finance.**
  1. **Accountant (17/07/2009-23/06/2011) in Ethio Telecom Jijiga Rejion and (03/10/2011-30/09/2012) in Hidassie Telecom S.C.**

**Responsibilities፡-**

* **Prepare bank reconciliation.**
* **Verify value added tax, income tax, withholding tax, and other tax deductions.**
* **Controlled petty cash replenishment of deposit with head office.**
* **Developed and administered collection policies and procedures..**
* **Compiled management reports.**
  1. **.Cost accountant (01/10/2012-24/09/2013) Selendawa Textile S.C Dire in Dawa**

**Responsibilities:-**

* **Perform activities covering material & production costs, cost of sales, product development, and overhead (collect cost information and maintain an expense data base).**
* **Compare actual costs to estimate & analyzes variances.**
* **Analyzes and monitors raw material inventory**
* **Perform Physical stock take and stock reconciliation along with Store in charge**
* **Analyzes actual manufacturing costs and prepares periodic reports**
* **Comparing budget costs to actual production costs: this includes product margin reporting and analytics.(analyze and report profit margin).**
* **Maintain the inventory system with integrity and standardization.**
* **Make sure that no orders are places for raw material unless it is necessary.**
* **Maintain Fixed Asset Register and process depreciation.**
* **Prepare (monthly, quarterly, and annual) cost forecasts.**
* **Assisting in-month-end and year-end closing.**
* **Identify and recommend cost-effective solutions**
* **Prepare and submit weekly/monthly reports**
  1. **.Budget and disbursement section supervisor (25/09/2013-16/01/2014) in Hidassie Telecom S.C East District (Dire Dawa).**

**Responsibilities:-**

* **Verify payroll deduction is based on government policies, and procedure.**
* **Budget clearance, reallocation and reconciliation of budget with project proposal.**
* **Performed analytical review of monthly and annual financial information and reported results for budget and actual reports**
* **Ensure that operational cash advance is maintained at a lowest level possible facilitating smooth program delivery**.
* **Do the weekly and monthly cash counts and reconciliations**
* **Responsible for proper filing of all receipts and documentation according to companies procedures.**
* **Approve guidelines for preparing the annual operating budget.**
* **Establish through adoption of an annual budget what services and the level of services to be provided and how they will be financed.**
* **Works with assigned departments to prepare annual budgets and monitors the budgets of assigned departments throughout the budget year**
* **Verify payments are signed by authorized body.**
* **Preparation ofchecks through the cashier after verifying salary payment documents are correct and follow up these payments arrive area supervisor on time.**
* **Sign payments in his given authority boundary.**
* **Preparation of salary and other payments if any obstacles happen investigate and put better idea for finance section head.**
* **Involve in evaluating the performance of finance department workers.**
* **Performs other related duties as required.**
  1. **.Finance section Head (17/01/2014- 09/05/2018) in Hidassie Telecom S.C. East District (Dire Dawa).**

**Responsibilities:-**

* **Approves and signs on payment voucher, checks and Bank letters.**
* **Assuring proper implementation of financial proclamations, rules and regulations.**
* **Facilitating Training & capacity building, leading, controlling and evaluating the performance of finance department workers.**
* **Properly Utilizing different financial documents and vouchers and keep them safely.**
* **In cooperation with plan preparation and monitoring officer coordinating annual budget plan preparation of the organization.**
* **Making sure that different government taxes and obligations are paid on time.**
* **Administer and manage daily accounting and finance functions including the timely recording of transactions, cash management, banking, payroll, inventory, receivables and payables**.
* **Communicate team in case of missed documents.**
* **Produce summarized report of missing supporting documents.**
* **Make sure that supporting documents are compliant with the standard.**
* **Plan, organize, and control finance section work.**
* **Fulfill material that would be necessary for finance work.**
* **Plans, organizes, directs, coordinates and controls the overall financial activities of the Company, including financial accounting and cash management;**
* **Ensures that policies and procedures governing finance and accounting activities are strictly adhered to;**
* **Authorizes payment and signs vouchers, transactions, correspondence and other documents in accordance with company procedures and delegated authority;**
* **Provide financial reports and interpret financial information to managerial staff while recommending further courses of action.**
* **Maintain the financial health of the organization.**
* **Oversee operations of the finance department, set goals and objectives, and design a framework for these to be met.**
* **Manage the preparation of the company’s budget.**
* **Communicate each proof payment with transaction type & amount reported.**
* **Check for translation of supporting documents. If not, do translate.**
* **Liaise with auditors to ensure appropriate monitoring of company finances is maintained.**
* **Correspond with other departments, discussing company plans and agreeing on future paths to be taken.**
  1. **Finance Expert (10/05/2018- Up to know) in Hidassie Telecom s.c Head office in Treasury Division (Addis Abeba)**
* **Preparing statement monthly, quarterly and yearly report of :-**
* **Actual uses of working fund**
* **Cash flow statement**
* **Compare actual & budget working fund**
* **Statement of replenishment**
* **Performs other related duties as required.**
* **Present reports to the manager.**
  1. **A part Time Accountant for Adis Alem & Bahiru Authorized Accounting Firm**
  2. **Currently I was taking Tax System training from Ethiopian Revenue & Tax Authority**

1. **Language**

**English Fluent**

**Amharic Fluent**

1. **Additional Course/ Computer Literacy**

**Microsoft Office Application**

**Peachtree Accounting**

**IFRS Certificate**

**ERP Certificate**

1. **Hobby**

**Reading books**

**Watching Movies**

**Admiring Nature**

**Talking about different issues with my family**

1. **Reference**

* **Dereje Yilma- East District Hidassie Telecom T/Manager**

**E-mail-derejeyilma2018@gmail.com**

**Cell phone; +251- 0936210768**

* **Befikadu Abiyu-Finance Manger in ET.**

**E-mail-abiyubefikadu@gmail.com**

**Cell phone; +251-0915320812.**

* **Demelash Mekuria-Finance Manager in Selendawa Textile S.c**

**Cell phone; +251-0967052518.**

**E-mail-demelash.mekuria@yahoo.com**

**I hereby declare that the above stated points truly reflect my actual achievements.**

**Date 08/11/2022 Signature **